General Position Information

Job Title: 25604 - Identity Intelligence Analyst, NCTC/DTI - GS-13

Salary Range: $81,548 - $126,062 (not applicable for detailees)

Vacancy Open Period: 03/30/2018 – 4/21/2018

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCTC/DTI

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information:

This is an opportunity for:

- An internal candidate to fill a GS-13 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.

- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

Major Duties and Responsibilities (MDRs)

- DTI's Mission Integration and Outreach Quality Assurance Branch (QAB) is looking for highly motivated analysts with experience in identities intelligence and Homeland analysis. The successful candidate will be responsible for ensuring data integrity related to known or suspected terrorists found within the Center's Terrorist Identities Datamart Environment (TIDE). The analyst also must be able to multi-task effectively and excel at watchlisting community collaboration.

- Responsibilities include:

- Coordinate and/or invite meeting participants (internally and externally) for meetings between NCTC senior leadership and nominating, watchlisting, and screening agencies, including, but not limited to FBI's Terrorist Screening Center, DHS' National Targeting Center, CIA's CTC watchlisting, DCTC watchlisting division, DHS watchlisting cell, NSA watchlisting production center, and Department of State.

- Establish and maintain effective working relationships with counterparts in the CT, intelligence, and law enforcement communities to support NCTC mission requirements and analytic undertakings, promote intelligence integration, and address difficult intelligence and watch listing issues.

- Provide analytic context (written products, graphic presentations or oral briefings) to high-level questions about terrorist identities.

- Provide in-depth analysis of terrorist identities information using a variety of traditional and non-traditional intelligence sources; conduct targeted analysis of known and unknown terrorist personalities, groups and networks in order to reveal identity attributes for future analytical and watch listing purposes.

- Receive, review and prepare responses to email, telephone calls, cable messages, correspondence, and action items; monitor response progress, coordination, and collaboration; track progress against actions from internal and external sources.

- Research, manage, summarize and maintain records of all relevant details and related actions associated with meetings between NCTC senior leadership with nominating, watchlisting, and screening agencies; provide project status and reporting in databases and management tracking.

- Resolve TIDE issues identified by internal and external users and undertaking proactive reviews of records with specific characteristics.

- Serve as a coordination point on data issues with the Ensures policies and procedures are applied consistently and accurately to the TIDE database.

- Undertake research and coordination to disambiguate information within TIDE and support DHS redress procedures.

- Updates and correct data within TIDE to meet current policy requirements and support the needs of the screening and analysis community.

Mandatory and Educational Requirements

- Anticipate requirements, demonstrate initiative, and seek/follow guidance and perspective.
- Build and sustain effective working relationships and promote the sharing of information with nominating, watchlisting, and screening agencies.
- Conduct complex analysis of identities based all-source intelligence reporting and communicate complex issues clearly, both orally and in writing.
- Excellent interpersonal, organizational, and problem-solving skills, including demonstrated ability to work effectively both independently and in a team or collaborative environment.
- Familiarity with the NCTC (e.g. intelligence policy, IC missions, and interagency coordination) and with NCTC partners including foreign, military, federal, state, local, tribal entities, and/or private sector partners.
- Interpersonal, organizational, analytic, critical thinking, and problem-solving skills, including an ability to work effectively within an interagency environment on complex issues requiring negotiation and consensus-building.
- Listen to, clarify, and communicate complex information clearly, concisely, and in a manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.
- Manage sensitive matters and/or complex problems, make key contributions to group efforts, and exercise appropriate leadership and initiative.
- Successfully complete a multi-week hands-on TIDE Production training program for DTI analysts.
- Thorough knowledge of the mission, charter, roles, and responsibilities of the ODNI, IC, and USG agencies, and how these organizations can effectively integrate their terrorist identities analysis capabilities.
- Work effectively within an interagency environment on complex issues requiring negotiation and consensus-building.

Desired Requirements

- Thorough knowledge of terrorist identities, analysis, compilation, and dissemination, coupled with extensive knowledge of associated databases and identity targeting processes.
- Broad understanding of the current and historical terrorist threat landscape.
- Previous experience working as a counterterrorism analyst.
- Previous experience in working identity intelligence analysis-related issues.
- Previous experience using FBI and DHS investigative and travel databases.
- Previous experience with quality control, quality assurance and data integrity.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_C_WMA@dni.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov *(David S.)* and faulkti@dni.ic.gov *(Tiffany F.)* in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.
Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC **must** submit an application through the classified [IC Joint Duty Program website](#).*

Applicants from federal agencies outside the IC must provide:

a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_C_WMA@dni.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov *(David S.)* and faulkti@dni.ic.gov *(Tiffany F.)* in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3955.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: Recruitment_TeamC@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**